



Quick Reference Guide 4

Word 2013 for Windows

Word Tables



Insert a Table

Inserting a Basic Table

1. Click **Insert Tab | Table** and move the cursor over the grid until you highlight the number of columns and rows you want (shown right).
2. Click on the grid and the table appears in the document. When you click in the table, the **Table Tools Tabs** appear – **Design** and **Layout** (shown in the Section entitled “Editing a Table” at page 2).

Inserting Larger Tables or Tables with Custom Column Widths

For larger tables and for more control over the columns, use the **Insert Table** command to create a table with more than ten columns and eight rows, as well as set the column **AutoFit** behavior.

1. Click **Insert Tab | Table | Insert Table**. The *Insert Table* dialog box displays (shown right).
2. Set the number of columns and rows in the fields provided by clicking the up and down arrows to adjust the numbers.
3. In the AutoFit behavior section, select from the three options for how wide the columns should be:
 - a. **Fixed column width:** Word automatically sets the column width with Auto, or you can set a specific width for all of your columns.
 - b. **AutoFit to contents:** This will create very narrow columns that will expand as you add content.
 - c. **AutoFit to window:** This automatically changes the width of the entire table to fit the margins and the columns to resize within the margins.

If you want each new table to look like this table, check Remember dimensions for new tables.

4. Click **OK**.

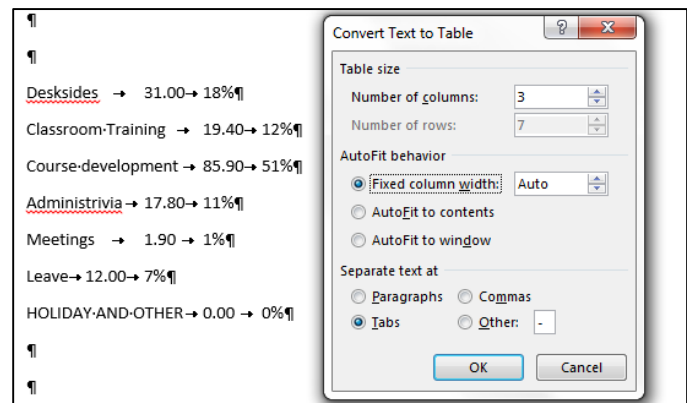
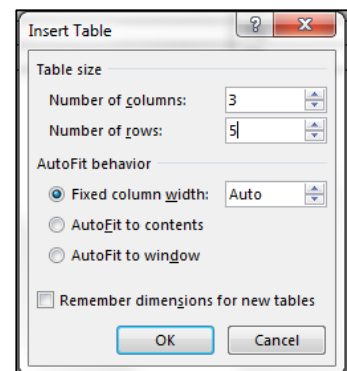
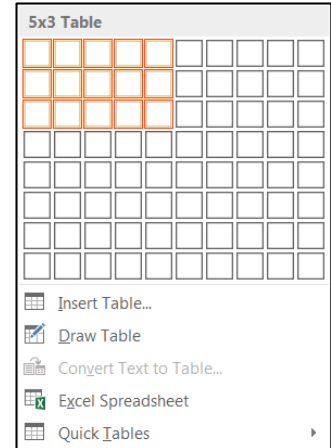
Convert Text to a Table

Editors can convert existing text into a table format or vice versa. The editor just needs to ensure that each bit of text to be displayed in a column is separated by a Tab and each row of data is separated by a paragraph mark.

1. Select the text to be converted.

Ensure that the data to be displayed in columns is separated by a tab. Ensure that the data to be converted to rows is separated by paragraph marks.

2. Click **Insert Tab | Table** drop-down arrow | **Convert Text to Table**. The *Convert Text to Table* dialog box displays (shown right).
3. Ensure the correct number of desired columns is reflected in the **Number of columns** field.
4. Click to select **Tabs** for the **Separate text at** option.
5. Click **OK**. The table is inserted with the data in column format.



For software training, contact the Computer Training Center (CTC) at 358-1111 or visit the CTC Web site at <http://itcd.hq.nasa.gov/ctc>.

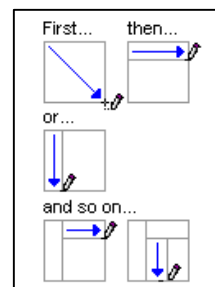
Draw a Table

Using the Draw Table Tools allows you to draw exactly the grid, table shape, columns and rows that you need. You can even draw diagonal lines and cells within cells.

1. Click **Insert Tab | Table | Draw Table**. The mouse cursor changes to a pencil (shown right).

*On the **Table Layout Tools Tab**, the **Draw Table** button will be enabled while in drawing mode.*

2. Draw a rectangle to make the table's borders. Then draw lines for columns and rows inside the rectangle.
3. To erase a line and thereby merge two cells, click **Table Tools Layout Tab**, click **Eraser**, and then click the line that you want to erase.
4. To stop drawing the table, click **Table Tools Layout Tab** and click to deselect **Draw Table**.



Editing a Table

Use Table Tools to choose different colors, table styles, add a border to a table or remove borders from a table. You can even insert a formula to provide the sum for a column or row of numbers.

Design Table Tools Tab – Table Style Options, Table Styles and Borders

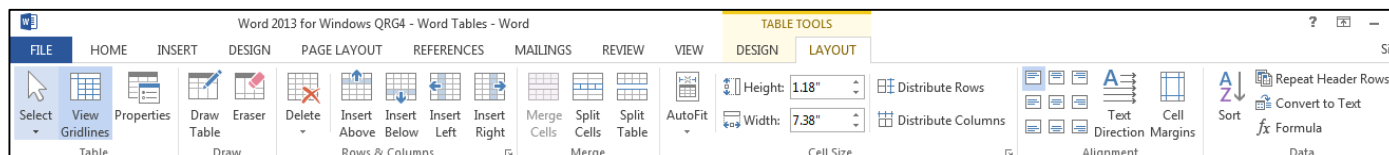


- Click one of the table styles in the **Table Styles** gallery to apply that style to your table.
- Click to enable/disable **Header Row** to include or remove a Header Row in the style.

Please note, this does not set a row to repeat at the top if the table is more than one page. That tool is on the Layout Table Tools Tab | Repeat Header Rows.

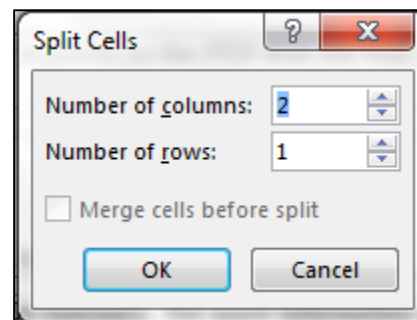
- Click to enable/disable **Total Row** to include or remove a Total Row.
- Click to enable/disable **Banded Rows** to add or remove unique fill color for every other row.
- Click to enable/disable **First Column** to include or remove unique border lines after the first column.
- Click to enable/disable **Last Column** to add or remove unique fill color for every other column.
- Click the **Shading** drop-down arrow to select a fill color for the cell, row, column or selected text.
- In the **Borders** group, click the **Border Styles** drop-down arrow and click to select the line for the borders.
- Click the drop-down arrow for the **Line Weight** and select the desired border line thickness.
- Click the **Pen Color** drop-down arrow and select the desired border line color.
- Click the **Borders** drop-down arrow and select where to apply the borders from the gallery.
- Click **Border Painter** to enable the Border drawing tool and then drag the mouse over the cell table grid to draw the border lines. Click **Border Painter** again to disable the tool.

Layout Table Tools Tab – Table, Draw, Rows & Columns, Merge, Cell Size, Alignment and Data





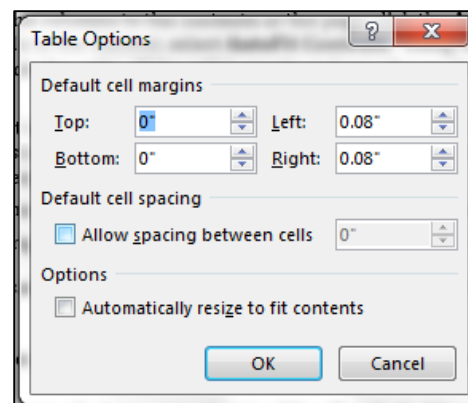
- Click **Select** and then click on **Select Cell**, **Select Column**, **Select Row** or **Select Table** as appropriate.
- Click to enable/disable **View Gridlines** to show or hide the table grid borders.
- Click **Properties** to edit the Table Properties (please see the section entitled “Editing the Table Properties” at page 4).

- Click **Draw Table** to draw the table manually. For more information on drawing tables, see the section entitled “Draw a Table” at page 2.
- Click to enable/disable **Eraser** to erase separations between cells thereby merging them together.
- Click the **Delete** drop-down arrow and select to **Delete Cells**, **Delete Columns**, **Delete Rows** or **Delete Table** as appropriate.
- Click **Insert Above** to insert a row above the row where your cursor is located.
- Click **Insert Below** to insert a row below the row where your cursor is located.
- Click **Insert Left** to insert a column to the left of the column where your cursor is located.
- Click **Insert Right** to insert a column to the right of the column where your cursor is located.
- To combine cells, select the cells and then click **Merge Cells** to combine them into a single cell.
- To divide a cell, click into a cell and then click **Split Cells**. The *Split Cells* dialog box displays (shown right). Enter the desired **Number of columns** in the field provided and the desired **Number of rows** in the field provided. Click **OK**.



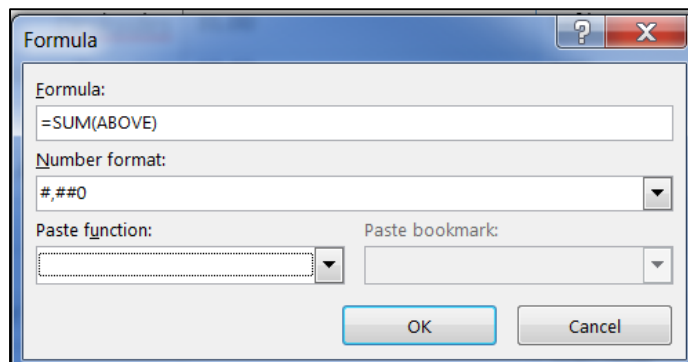
You can select multiple cells and merge them together first to then split that merged cell into a new combination of rows and columns. Simply select the cells and then click to enable the checkbox Merge cells before split.

- To split a table, click in the row you would like to be the first row of the new table, then click **Split Table**.
- To adjust the spacing for the columns to the contents of the page, click the **AutoFit** drop-down arrow. To adjust the width of the cells to the content, select **AutoFit Contents**. Using this setting changes column width based on the contents inside the cells. If the cell is empty and you choose this option, your cells will shrink to about the width of a single character.
- To adjust the width of the table to the margins of the page, click the **AutoFit** drop-down arrow | **AutoFit Window**. When using this setting, if you add a column before you add text, the size of the columns automatically adjusts to keep the table within the margins.
- To adjust the cell widths manually, click the **AutoFit** drop-down arrow | **Fixed Column Width**.
- To change the cell size using measurements, click into **Height** or **Width** and adjust the value appropriately.
- To adjust the rows to the same height, select the table by clicking the **Select Table** button  | **Distribute Rows**.
- To adjust the columns to the same width, select the table by clicking the **Select Table** button  | **Distribute Columns**.
- Click to select the desired text cell alignment using the **Align Top Left**, **Align Top Center**, **Align Top Right**, **Align Center Left**, **Align Center**, **Align Center Right**, **Align Bottom Left**, **Align Bottom Center**, and **Align Bottom Right** buttons.
- To rotate the direction the cell text reads, click **Text Direction**. Click the button several times to cycle through the three options.
- To adjust the cell margins (white space around the text), click **Cell Margins**. The *Table Options* dialog box displays (shown right). Click into the **Top**, **Bottom**, **Left** and **Right** fields and adjust the margin width appropriately. Click to select **Allow spacing between cells** if desired. Click **Automatically resize to fit contents** to adjust cell margins to fit the data in the cell.
- To sort the table by the first column, select the entire table and then click the **Sort** button.
- To repeat a header row on all pages of the table, click the row or select multiple rows and then click **Repeat Header Rows**.



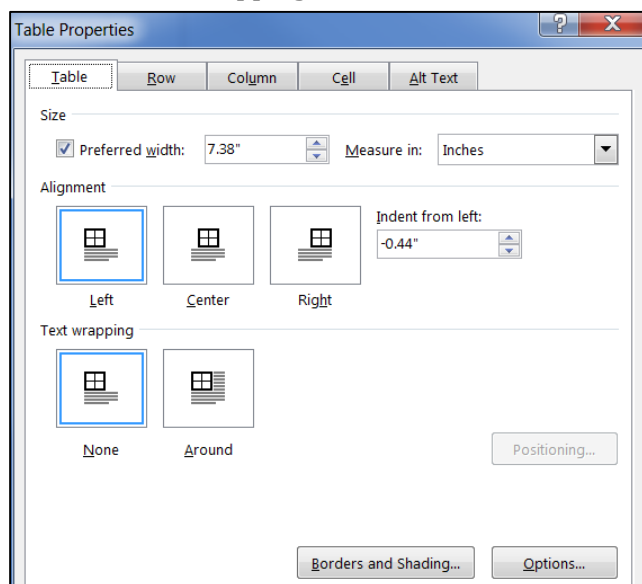
Inserting a Formula

1. Click into the appropriate cell (either below the row to be added or to the right of the column to be added).
2. Click **Layout Tab | Formula**. The *Formula* dialog box displays (shown right).
3. Enter the appropriate formula by typing it or clicking **Paste function** to insert the function from the drop-down list.
4. Select the appropriate **Number Format**.
5. Click **OK**.

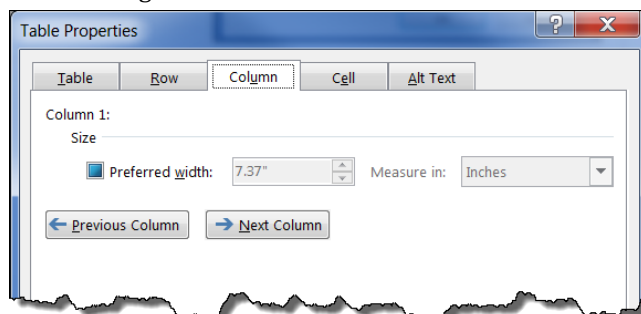


Editing the Table Properties

1. Click into the table and then click **Layout Tab | Properties** to work with the **Table**, **Row**, **Column**, **Cell** and **Alternate Text** options.
 - Use the **Table Tab** to change the **Size**, **Alignment** and **Text wrapping** of the table itself.

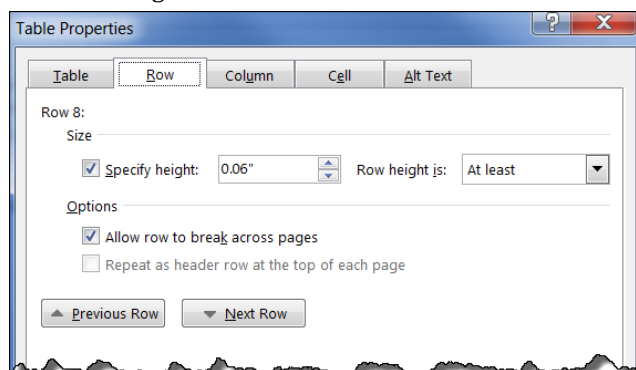


- Click your cursor into the column to be changed, and then click on the **Column Tab** to adjust the preferred width of the column.
- Click **Previous Column** or **Next Column** to make changes to another column.

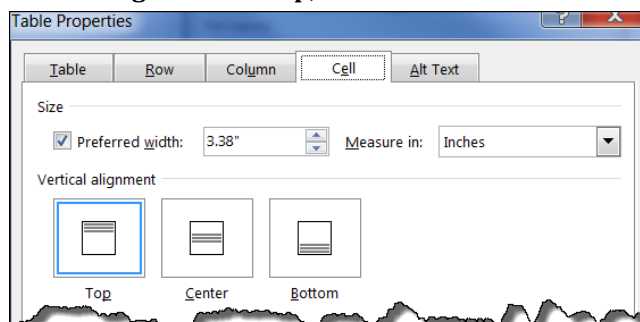


2. Click **OK** when done.

- Click into the row to be changed and then click the **Row Tab** to change the **Size** of the row and/or enable **Allow row to break across pages**.
- Click **Previous Row** or **Next Row** to make changes to another row.



- Click into the cell to be changed, then click to adjust the **Preferred width** and **Vertical alignment** as **Top**, **Center** or **Bottom**.



- Click **Alt Text Tab** to add a **Title** and **Description** of the Table. This text is useful for people with visual or other impairment.